

TEXAS HIGHER EDUCATION COORDINATING BOARD
FAMILY PRACTICE RESIDENCY PROGRAM
ANNUAL FUNDING CYCLE -- FISCAL YEAR 2004

August/September	October/November	December/January	February/March	April	May/June	July
<p>Annual Primary Care Residency Tracking survey due to the Coordinating Board</p> <p>State fiscal year ends August 31 and new Fiscal Year begins September 1</p> <p>Certificate and roster forms emailed or mailed to residency programs</p> <p>Residency roster lists all full-time residents in training on Sept 1</p> <p>Certificate and residency roster to be completed by program director</p> <p>Board staff review and analyze certificate and residency roster data to determine per resident funding level</p> <p>Board staff initiates new fiscal year contracts for residency program</p>	<p>New fiscal year Agreements mailed to residency programs</p> <p>First Grantee's Request for Funds, form emailed or mailed to residency programs</p> <p>Coordinating Board holds regular quarterly meeting in October</p> <p>Residency program directors execute Agreements and submit First Grantee's Request for Funds</p> <p>FPRAC meets to review funding levels and elect Chair and Vice Chair</p> <p>Annual survey of residents emailed or mailed to residency programs</p> <p>Residency programs to update lotus or excel files for new fiscal year and to begin completing annual financial reports</p>	<p>Annual Survey of Residents to identify gender and ethnicity of residents in training due to Coordinating Board</p> <p>Annual Written Report and Indigent Health Care Report forms emailed or mailed to residency programs</p> <p>Second Grantee's Request for Funds emailed or mailed to residency programs</p> <p>Annual Financial Reports and Audit Reports due to the Board by December 31</p> <p>Coordinating Board holds regular quarterly meeting in January</p>	<p>FRRAC meets prior to Family Practice Faculty Development Center Annual Family Medicine Leadership Conference</p> <p>Operational Program Grant Application emailed or mailed to residency programs</p> <p>Grant Application includes program estimate of number of residents estimated in training for the next fiscal year, Budget Summary Grid, and Chief Executive Officer Statement, which ensures that sponsoring/affiliated entity will not reduce funds to the program in the coming fiscal year</p>	<p>Applications for Operational Grant due to the Coordinating Boards for review</p> <p>Third Grantee's Request for Funds Form emailed or mailed to residency programs.</p> <p>Coordinating Board holds regular quarterly meeting in April</p>	<p>Board staff reviews operational grant applications to estimate number of residents in training in next fiscal year</p> <p>FPRAC meets to draft and adopt recommendations to forward to the Commissioner</p> <p>Residency program year ends June 30</p>	<p>Residency programs begin new year July 1</p> <p>New first-year residents begin training programs</p> <p>Commissioner considers the upcoming fiscal year allocations for trustee funds, including family practice residency</p> <p>Annual Primary Care Residency Tracking System survey distributed to all primary care residency programs</p> <p>Coordinating Board holds regular quarterly meeting in July</p>

09/12/2003